City of San Diego Commission for Arts and Culture

FY 15 Organizational Support Program (OSP) Application Workshop

November 27, 2013

December 13, 2013

Ridgehaven Auditorium

Agenda

- How do I use the online application?
- What's new and different about the application questions?
- What are the eligibility and other requirements?

Deadline

- January 31, 2014
- No portion of the application may be submitted through any means other than the online application.

Applicant Portal: https://sandiego.cgweb.org/



City of San Diego Commission for Arts and Culture

Database Status: Connected
December 4th, 2013 10:48 am

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CA Cultural Data Project (OSP Applicants Only)

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Welcome to the City of San Diego Commission for Arts and Culture (Commission) Online Application. The Fiscal Year 2015 (FY15) cycle will be the first time the Commission has used an online application. FY15 funding covers the period from July 1, 2014 through June 30, 2015.

Since this is the first time we are using this system, we will appreciate your assistance in helping us to identify any glitches and your patience as we correct them. For those of you who have applied to the Commission before, we trust that you will find this new system to be easier, less time consuming and less expensive than the previous 15 copies of a paper application. Every part of the FY15 application is handled by the online system. No part of the application will be accepted my mail or any form of delivery other than through the online application.

In addition to transitioning to an online application which many of you have been requesting for years, we also took advantage of the opportunity to streamline the application narrative. We recommend that you read all of the application pages before you begin answering any questions. You may find that answers you thought fit in one place might actually fit better somewhere else.

Workshops have been scheduled to help you prepare for the new process. Please visit our Website . You can also email questions to Gary Margolis.

Finally, please note that there is a button on the left side of the page called "Updates." We will use this page to share questions and issues (and hopefully answers, too) that arise as you begin to prepare your applications.

Thank you to all of you who have helped bring this process to this point, and thank you to all of you for everything that you do to help San Diego develop as a great city for arts and culture.

New to the site?

Click Here to create a new profile.

Some Features



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Website

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the page called "Upd kes." We will use this page to share questions and issue our applications.

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Email Gary Margolis

Adjust font size.

Tech Tips TOPICS

- Internet & E-Mail
- Hardware
- Software
- Operating System
- Browser
- AOL Users
- Applying for New Grants
- Child Windows
- Cookies
- Copy and Paste
- Formatting
- HTML

- Multiple Users
- Applying for a grant with multiple agencies
- My Favorite Web Page
- Preview and Print
- Saving Your Work
- Submitting an Application
- Technical Assistance
- Text and Data
- Deleting Temporary File
- Usernames and Passwords
- Word Count
- Image Preparation

6 Easy Steps to Getting Started.

Step I: Click on "Create New Profile"



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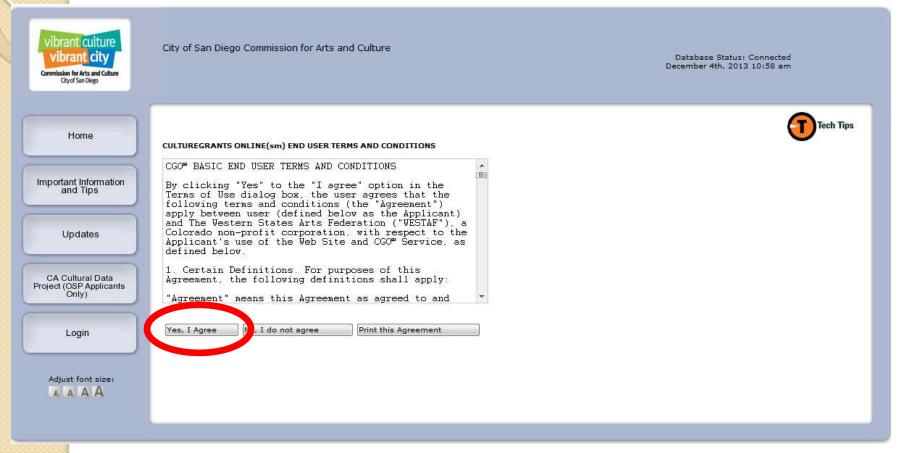
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New to the site?
Click Here to crea

Click Here to create a new profile.

Step 2: Accept Terms & Conditions (Click on "Yes, I Agree")



Step 3: Complete Applicant Profile

vibrant culture vibrant city Commission for Arts and Culture City of San Diego	City of San Diego Commission for Arts and Culture	Database Status: Connected December 3rd, 2013 3:03 pm	
Home	Primary Contact Information	Tech Tips	
Important Information and Tips	Salutation * First Name	Select ▼	
	Middle Initial		
Updates	* Last Name		
	* Phone		
CA Cultural Data Project (OSP Applicants	* Email * Confirm Email		
Only)	* Username		
	* Password		
Login	* Confirm Password		
Adjust for size:	Applicant Information * Legal Name (Organization or Individual) Date of 501(c)3 incorporation (if applicable) FEIN, mass (if applicable) * Address		
	Address (line 2)		
Note: Use the legal name of your organization here. You may add a			
	"dba" after it or you can provide the dba in the "Background"		
	, .		
page.			

Bottom of Profile Page

* Congressional District

For At-Large Districts enter "00"

* State House District

* State Senate District

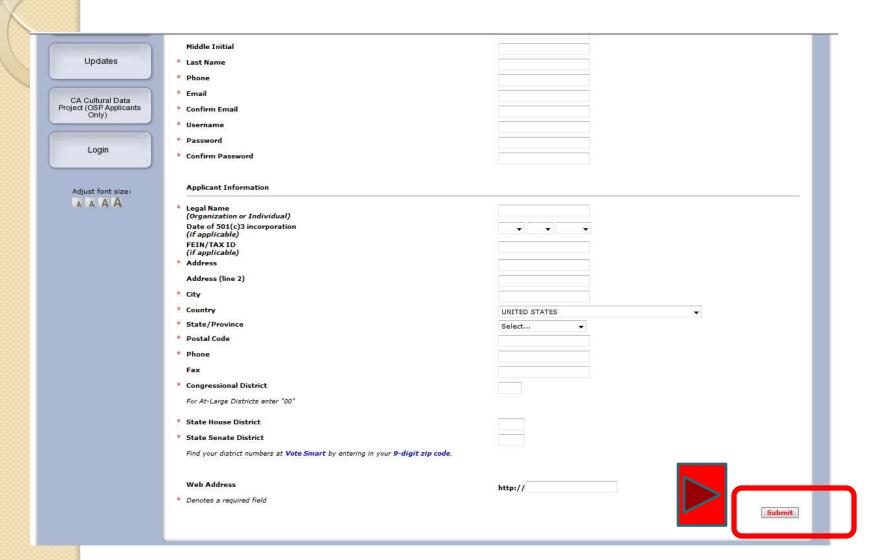
Find your district numbers at Vote Smart by entering in your 9-digit zip code.

Web Address

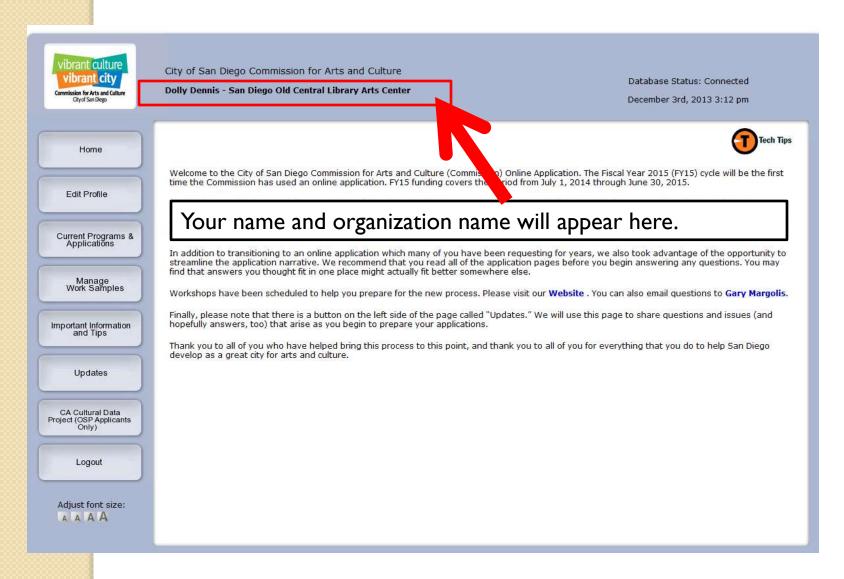
* Denotes a required field

Note: In California, we call it the State Assembly – not the State House. Go ahead and use this box to enter your State Assembly District.

Step 4: Click "Submit"



Step 4 will take you to your organization's "home page."



Step 5: Click on "Current Programs & Applications"



City of San Diego Commission for Arts and Culture

Dolly Dennis - San Diego Old Central Library Arts Center

Database Status: Connected
December 3rd, 2013 3:12 pm

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Step 6: Select OSP or CCSD



City of San Diego Commission for Arts and Culture

Dolly Dennis - San Diego Old Central Library Arts Center

Database Stus: Connected

December 3r 2013 3:20 pm

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FY15 Organization | Support Program (OSP)

The Organizationa upport Program (OSP) provides core support or general operating support for arts and culture nonprofunganizations located within the City of Son Diego. Core support may be used not only for the delivery of services or other activities directly in pure it of the organization's mission, but also for administrative and for delivery of services.

Diversity and the invisive environment at it engenders are core values of the City of San Diego Commission for Arts and Culture (Commission). The Commission welco as organizations the embody and embrace diversity and believes that they will be positioned to grow and help San Diego become a more than the property of the commission where the property of the commission where the property of the commission of the City of San Diego Commission for Arts and Culture (Commission). The commission welco

Available: Novembe 25th, 2013 12:00 AM

Final Submission eadline: January 1 st, 2014 11:59 PM
EDIT Application #OSP0001 (IN PRO RESS) - PDF

FY15 Creative Communities San Dieg (CCSD)

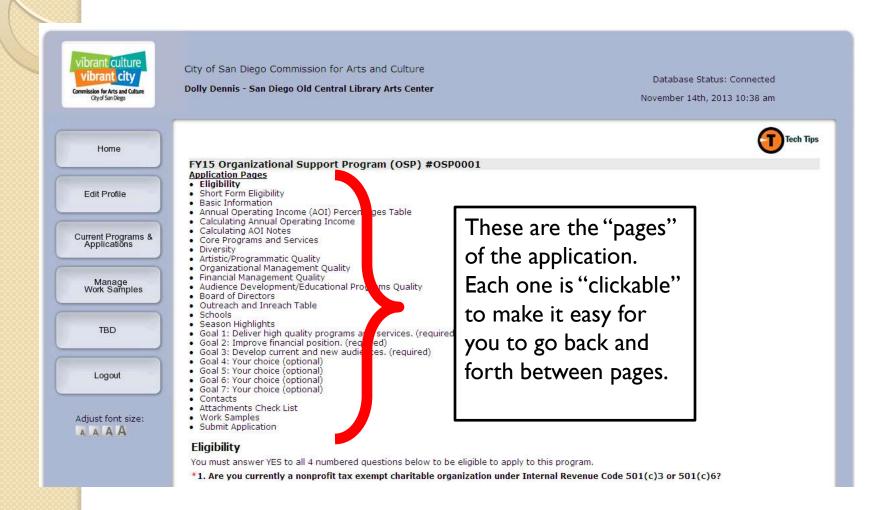
The Creative Communities San Diego Provides financial support for eligible projects implemented by eligible nonprofit organizations. Model projects offer opportunities for Spiego residents in every community and visitors to create, learn about, enjoy and participate in arts and culture.

Eligible projects achieve one or more of the coals identified in this application and include, but are not limited to festivals, parades, out-of-school arts education, and single productions are not limited to festivals, parades, out-of-school arts education, and single productions are not limited to festivals.

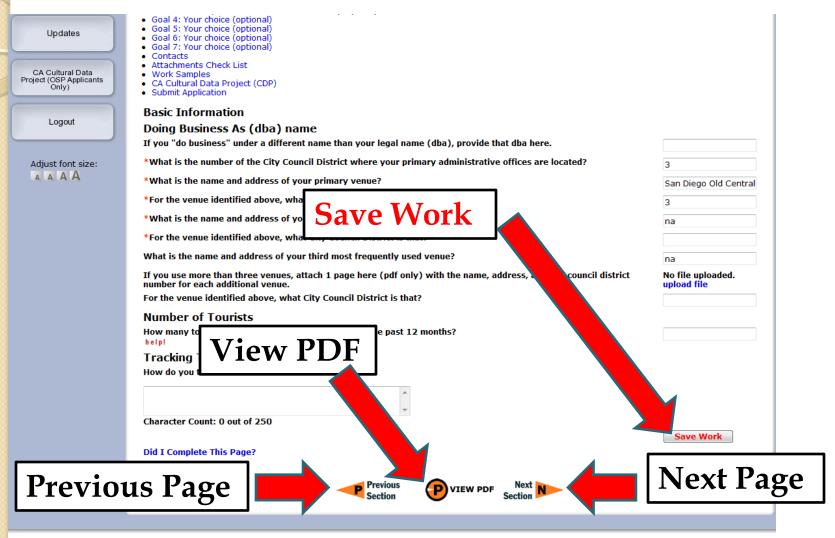
Available: Novemb 5th, 2013 12:00 AM
Final Submission Deadline: January 3. st, 2014 11:59 PM
EDIT Application #CCSD-0001 (IN PROGRESS) - PDF

You may apply to only one (1) program.

List of Pages



Features of the Application Pages



When you click on the "VIEW PDF" button, a PDF version of everything you have completed in your application thus far is generated — just the way the panelists will see it.



City of San Diego Commission for Arts and Culture - FY15 Organizational Support Program (OSP)

San Diego Old Central Library Arts Center Application #OSP0001

Primary Contact: Ms. Dolly Dennis Phone: (001) 234-5878 Email: dolly@sdoclac.org

Document Generated: Wednesday, December 4th 2013, 11:24 am

Applicant Profile

Legal Name San Diego Old Central Library Arts Center
Date of 501(c)3 10/01/2013

Date of 501(c)3 incorporation

Address1

820 F St

820 E St

San Diego, California 92101 UNITED STATES

Telephone (001) 234-5678 Primary Contact Dolly Dennis

> Phone: (001) 234-5678 Email: dolly@sdoclac.org

Congressional District State House District State Senate District FEIN / TAX ID

78 39

#OSP0001 Page 1

TIPS

- SAVEYOUR WORK FREQUENTLY
 - The system will NOT save your work automatically as you move from page to page.
- Compose your answers to narrative questions using your own word processing software.
 - The system will not do spell check.
 - You cannot see your complete answer online unless you VIEW PDF.

Required Fields

 Since Long Form and Short Form applicants are using the same application, we could not use the system to make fields "required."

(More about Long Form and Short Form later)

- You should assume that unless the instructions specifically state otherwise all questions are required.
- The disadvantage is that the system will not tell you if you have missed a question.

Attachments

There are two ways to attach documents to the application. Sometimes the instruction will ask you to attach something directly to that page. For example, on the Eligibility Page - if you are a new applicant – you are asked to attach your IRS letter of determination of nonprofit status.



· Core Programs and Services Diversity Artistic/Programmatic Quality · Organizational Management Quality Financial Management Quality Audience Development/Educational Programs Quality · Board of Directors · Outreach and Inreach Table · Season Highlights Goal 1: Deliver high quality programs and services. (required) Goal 2: Improve financial position. (required) Goal 3: Develop current and new audiences. (required) Goal 4: Your choice (optional) Goal 5: Your choice (optional) Goal 6: Your choice (optional) Goal 7: Your choice (optional) Contacts Attachments Check List Work Samples Submit Application

You must answer YES to all 4 numbered questions below to be eligible to apply to this program.

If you are a first time applicant, attach a letter from the IRS attesting to your nonprofit status.

*1. Are you currently a nonprofit tax exempt charitable organization under Internal Revenue Code 501

The system will walk you through the steps of attaching a file (that you have saved in your computer) to this application page.

Current File: Sample IRS Letter.pdf replace/remove file

- *2. Is the majority of your budget used to promote arts and/or culture?
- Yes

Eliaibility

• Yes

- No
- *3. Does your organization have a three year history of ongoing arts and culture programming within the City of San Diego prior to the OSP deadline?

What the PDF will show...



City of San Diego Commission for Arts and Culture - FY15 Organizational Support Program (OSP) San Diego Old Central Library Arts Center Application #OSP0001

Primary Contact: Ms. Dolly Dennis Phone: (001) 234-5678 Email: dolly@sdoclac.org

Document Generated: Wednesday, November 20th 2013, 10:16 am

Eligibility

You must answer YES to all 4 numbered questions below to be eligible to apply to this program.

1. Are you currently a nonprofit tax exempt charitable organization under Internal Revenue Code 501(c)3 or 501(c)6?

If you are a first time applicant, attach a letter from the IRS attesting to your nonprofit status.

Sample IRS Letter.pdf

Is the majority of your budget used to promote arts and/or culture?
Yes

- 3. Does your organization have a three year history of ongoing arts and culture programming within the City of San Diego prior to the OSP deadline? Yes
- 4. Does at least 75% of your core programming take place within the City of San Diego?
 Yes

What is your mission statement?

250 Characters---The mission of the San Diego Old Central Library Arts Center is to provide affordable opportunities for all San Diegans to engage in the arts.

The Attachment Opens Up



In reply refer to: 0248562365 Oct. 02, 2008 LTR 4168C E0 33-0963135 000000 00 000 00020010 BODC: TE

-

A REASON TO SURVIVE % MATTHEW DARRIGO 2820 ROOSEVELT RD STE 106 SAN DIEGO CA 92106-6146311

1278

Employer Identification Number: 33-0963135 Person to Contact: Robert C Voss Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Sep. 23, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in August 2001, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

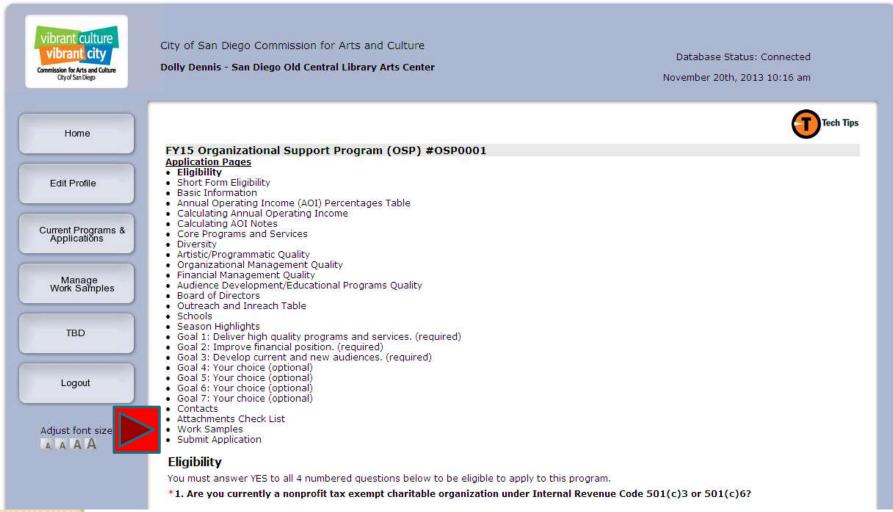
Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

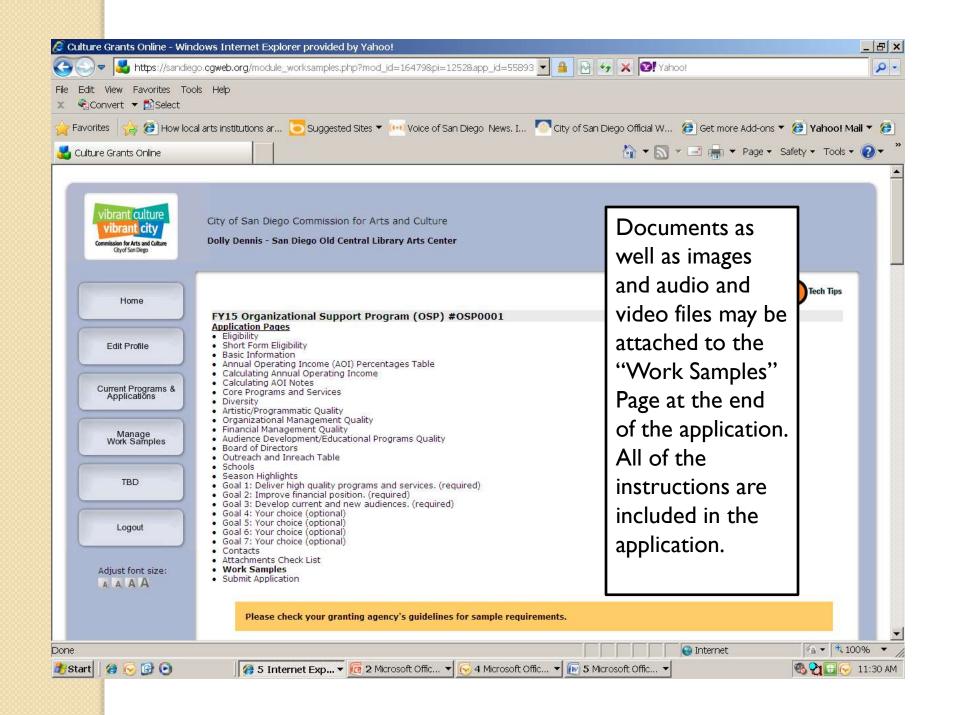
If you have any questions, please call us at the telephone number shown in the heading of this letter,

Sincerely yours,



Work Samples (Attachments at the end)





Help Button

- 3. Temporarily or Permanently Restricted Income
- 4: Value of Collections
- 5. Unrealized Unrestricted GAINS
- 6. Any portion of a multi-year grant or donation recorded as unrestricted but not received.
- 7. Other amounts to subtract

Amounts to be ADDED to Line 1. For each item below, fill in the correspond POSITIVE NUMBER.

- 8. Unrealized Unrestricted LOSSES
- 9. Other Additions

10. This is your Annual Op

If you click on the little red "help" button, you'll get a popup window with some additional information.



Using the AOI you calculated above, what LEVEL are you? Enter 1, 2, or 3. help!

Notes

If you entered any amounts on lines 2, 4, 6, 7, or 9, you must desribe what these amounts were and where these amounts appear on your CDP income page. You can do this on the next page.

Allowable Percentage of AOI

Using the AOI Percentages Table on the previous page, enter the percentage of your AOI that you are allowed to request.

23

Maximum Possible Funding

Multiply your AOI by the Allowable Percentage. This is your maximum possible funding.

(Actual funding depends upon many variables including the rank you receive from the panel and the total amount of funding we receive from the Mayor and City Council.)

11,431

Save Work

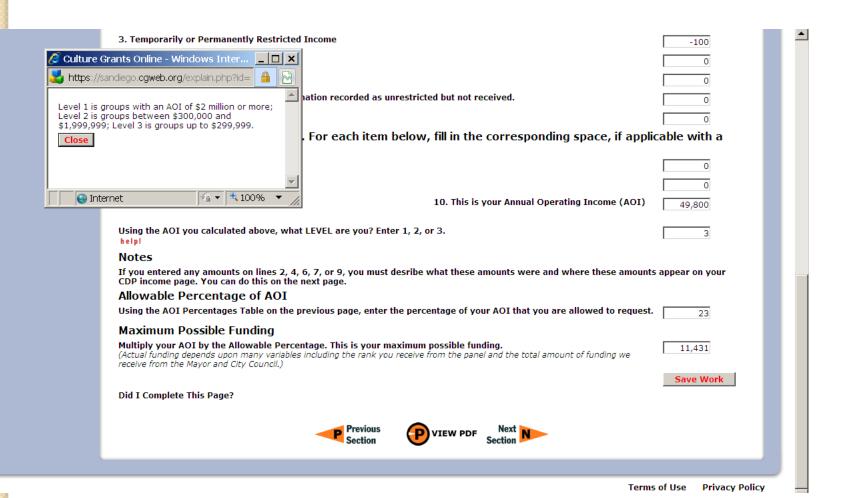
Did I Complete This Page?







Help Button Pop-Up Window



Two Versions of the OSP Application

- The Long Form is the standard form that all new applicants and many returning applicants must submit.
- The **Short Form** rewards consistently high performing contractors with an opportunity to submit an abbreviated version of the application. Short Form Applications are not reviewed by a panel. Organizations submitting Short Forms maintain the rank they earned the last time they submitted a Long Form.

Short Form

- After three (3) consecutive years of submitting a Short Form application, a Long Form application is required.
- Short Form Eligibility Requirements as well as Application Requirements appear later in this presentation. Any group planning to submit a short form must confirm their eligibility with Gary Margolis by December 31, 2013.

THE APPLICATION

28 "PAGES"

6 Technical Questions

- Eligibility
- 2. Short Form Eligibility
- 3. Basic Information
- Annual Operating Income (AOI)
 Percentages Table
- 5. Calculating Annual Operating Income
- 6. AOI Notes

7. Core Programs and Services

- Description (3300)
- Significant issues, concerns, challenges, progress, panel comments (3300)
- If appropriate, use this space to discuss the significance of your work to the national and international field to which you belong. (2500)

Answer this question ONLY IF you produce work of national and/or international significance to your field.

(Numbers in red are the character limits for each question.)

8. Diversity

- Describe specific initiatives your organization has undertaken in the past year to diversify its board, staff, volunteers and audiences. (2500)
- Other than schools, where did you work and what did you do last year in Council District x? Nine input boxes are provided. (250 per)

4 Quality Questions (pages)

Artistic/Programmatic

Organizational Management

Financial Management

Audience Development/Educational Programs

9. Artistic/Programmatic Quality

 Provide examples of what you do to achieve excellence in your programs and services. (5000)

10. Organizational Management

 Provide examples of how you work to achieve excellence in the management of your organization. (5000)

II. Financial Management

 Provide evidence of how you ensure high quality financial management. (5000)

For this application cycle, the Commission is not requiring line-by-line budget notes as it has done in the past. You are strongly encouraged, however, to examine your CDP Funder Report, and explain "significant" variances from one year to the next.

I2. Audience Development / Educational Programs

• 3 input boxes to feature what you consider to be your three most successful audience development/educational programs. (1500 characters for each of three programs)

2 Governance Questions (page 13)

- Board of Directors
- Conflicts of Interest
 - Attachment requested

14. Outreach & Inreach Table

- Outreach is defined as activities performed in a school under the supervision of one or more representatives (employees, contractors, volunteers, etc.) from your organization. These activities include but are not limited to performances, workshops, residencies, teacher trainings or even meetings with teachers or administrators.
- Inreach is defined as an official school field trip to your organization.
- Do not count anything where a representative from your organization is not present to perform/supervise the activity.

Organizations that offer online or non-supervised programming to schools should discuss these activities in the appropriate narrative sections.

Inreach is defined as when a school group comes to your organization as part of its

	Number of Schools	Number of Perticipents
Outreach		
Council District 1	0	0
Council District 2	0	0
Council District 3	0	0
Council District 4	0	0
Council District 5	0	0
Council District 6	0	0
Council District 7	0	0
Council District S	0	0
Council District 9	0	0
Subtotels:	0	0
	Number of Schools	Number of Perticipents
Inreach		
Council District 1	0	0
Council District 2	0	0
Council District 3	0	0
Council District 4	0	0
Council District 5	0	0
Council District 8	0	0
Council District 7	0	0
Council District 8	0	0
Council District 9	0	0
Subtotels:	0	0
Grand Totals:	0	0

Outreach and Inreach Table

Sevie Work

15. Schools

• List names of schools served. 9 boxes are provided.

16. Season Highlights

Description	Month (I-I2)
help!	
Arts Camp	7
Fall classes	9
Fall musical	10
Fall exhibit	10
Fall dance concert	11
Fall music concert	12
winter camp	12
winter classes	2
winter musical	3

Start with your first highlight of the City's FY 15 fiscal year (7 for July).

22 lines are provided. You do not have to use them all.

Three Required Goals (pages 17, 18, and 19)

- √The wording of these first three goals cannot be modified.
- ✓ You do not have to use every one of the "deliverable" lines.

First Required Goal

Page 17. Deliver high quality programs and services.

This is where you are going to identify all of your core programs and services (deliverables) for the next fiscal year and quantify them.

Museums should include deliverables related to the number of days per year and hours per week they will be open to the public.

Performing arts organizations should include number of productions per venue and total number of performances per production.

Updates

CA Cultural Data Project (OSP Applicants Only)

Logout

Adjust font size: AAAA

- Goal 5: Your choice (optional)
- Goal 6: Your choice (optional)
- Goal 7: Your choice (optional)
- Contacts
- Attachments Check List
- Work Samples
- CA Cultural Data Project (CDP)
- Submit Application

Goal #1 Page

Goal 1: Deliver high quality programs and services. (required)

This is where you are going to identify all of your core programs and services (deliverables) for the next fiscal year and quantify them.

In the spaces on the left, list each deliverable. In the spaces on the right, enter a number.

Museums should include deliverables related to the number of days per year and hours per week they will be open to the public.

Performing arts organizations should include number of productions per venue and total number of performances per production.

You DO NOT have to use every line.

Number of days per ye	360
Average number of ho	12
Number of classes for	1,440
Number of classes for	250
Number of musicals pr	4
Number of visual arts	4
Number of dance conc	4
Number of music conce	4
Number of camps	2
blah blah	1
	Save Wo

Did I Complete This Page?







Second Required Goal

Page 18. Improve financial position.

This is where you are going to identify the things you plan to do to put your organization into a better position financially. At a minimum, most organizations can improve on their accumulation of cash reserves.

If you have a debt, you should describe steps to reduce/eliminate it.

Other "deliverables" for this goal might include training for financial or development staff, number of grant applications submitted, software improvements, and, of course, any specific increases to revenue or decreases to expenses.

Third Required Goal

Page 19. Develop current and new audiences.

Describe the steps that you will take to broaden, deepen and diversify your audiences.

Describe how you will make your programs and services both available and desirable to more and different people. Especially important are your efforts to reach people who live in multiple city council districts.

You should also describe steps you are going to take to deepen your relationship with existing audiences.

Pages 20 - 23

• Four (4) additional goals of your choosing with deliverables. (OPTIONAL)

Goal 4: Your choice (optional) Goal #4: Write Goal #4 in the space below. Leave at 0 Increase marketing Quantifiable Deliverables Use the following lines for the quantifiable deliverables. You do not have to use all the lines. Press releases 45 U-T ads 24 radio spots 45 0 0 Save Work

Did I Complete This Page?







24. Contacts

- Executive Director
- Primary Contact
- Secondary Contact

Any of the above might (or might not) be the same person as the person in the organizational profile.

25. Attachments Checklist

- ✓ CDP Funder Report
- ✓ Key Staff Roster with Short Bios
- ✓ Board Roster with Short Bios

Short Bios does not mean a job title.

NEW APPLICANTS: Get started with your CDP ASAP. It takes a good amount of time to complete the first time you do it.

26. Work Samples250 MB Total

File Type	Max File Size (MB)	Min Samples	Max Samples
Image	10	0	10
Audio	10	0	3
Video	150	0	2
Document	10	0	10

Short Form Application

(only for those applicants that meet the short form eligibility requirements)

- I. Short Form Eligibility
- 2. Basic Information
- 3. Outreach and Inreach Table
- 4. Schools
- 5. Calculating AOI
- **6.AOI Notes**
- 7. Goals and Deliverables
- 8. Contacts
- 9. CDP Funder Report (attachment)

Please note that Short Form applications are not reviewed by a panel. Applicants submitting a short form maintain the rank they earned the last time they submitted a long form. If you want to improve your rank, which is a determinant of how much funding you will receive, you must submit a long form. However, when you do so, you also take the chance of lowering your rank.



These are the only pages of the online application short form applicants are required to complete.

Short Form Applicants

- Must complete the following by December 31, 2013:
 - The online application "profile" page.
 - The online application "short form eligibility" page.
 - Email Gary Margolis (gmargolis@sandiego.gov) to confirm short form eligibility.

Proposed Timeline

- November 25 Make applications available
- November 27 and December 13 OSP Workshop
- December 3 I Short Form Intent Deadline
- January 31, 2014 Application Deadline
- Last week in February, 2014 Review Panels

Proposed Timeline (cont)

- March 21 Commission Meeting + Appeals if necessary
- April 15 Mayor's Budget Released
- April 18 Commission Meeting Finalize Recommendations
- May 2 Issue Report to Council

BACKGROUND & ELIGIBILITY

Our Mission Statement

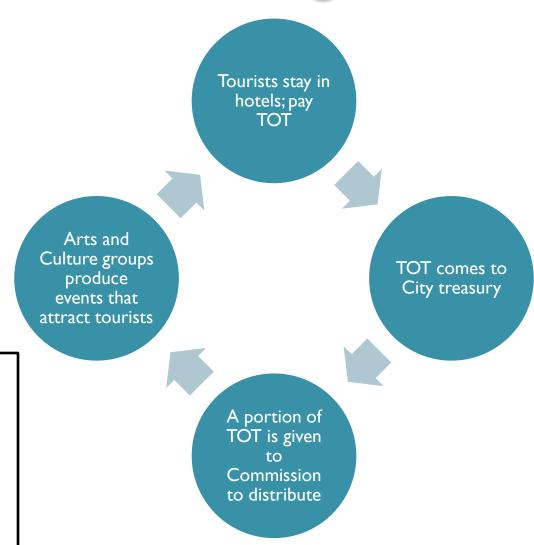
- To vitalize the community by
 - integrating arts and culture into community life,
 - o supporting the region's cultural assets, and
 - showcasing San Diego as an international cultural tourism destination.

Our Two Funding Programs

- Organizational Support Program (OSP)
 - General operating support for nonprofit organizations with a mission strongly aligned with the mission of the Commission
- Creative Communities San Diego (CCSD)
 - Support for arts and culture projects implemented by all kinds of nonprofit organizations

Other restrictions apply — see Guidelines for details.

Our Source of Funding



Transient
Occupancy
Tax (TOT)

Our Authorization

CouncilPolicy100-03

COUNCIL POLICY

COUNCIL POLICY

CURRENT

SUBJECT: TRANSIENT OCCUPANCY TAX

POLICY NO.: 100-03

EFFECTIVE DATE: September 12, 2005

BACKGROUND:

	HISTORY OF TOT RATES	
ORDINANCE NUMBER	EFFECTIVE DATE	TOT RATE
O-9033	June 9, 1964	4%
O-9767	April 1, 1968	5%
O-11077	June 5, 1973	6%
O-16286	January 1, 1985	7%
O-17108	August 1, 1988	8%
O-17154	June 1, 1989	9%
O-18078	August 1, 1994	10.5%

On June 6, 1994, the City Council adopted Ordinance No. O-18078 N.S. increasing the Transient Occupancy Tax (TOT) rate from 9% to 10.5% effective August 1, 1994. The ordinance specifically provides that the additional 1.5% tax is to be allocated to the General Fund for general government purposes as the City Council so designates.

On February 24, 1998, the City Council adopted Resolution Numbers R-289773 and R-289774, outlining recommendations to enhance and streamline application requirements and clarify category definitions for the TOT policy. Consequently, recommendations detailed in Cit y Manager Reports 97-175, 97-188, and 98-13 have been utilized in the development of this revised Council Policy on TOT.

MISSION STATEMENT:

The purpose of Transient Occupancy Tax (TOT) is to advance the City's economic health by promoting the City of San Diego as a visitor destination in the national and international marketplace; supporting programs that increase hotel occupancy and attract industry, resulting in the generation of TOT and other revenue; developing, enhancing, and maintaining visitor-relate d facilities; and supporting the City's cultural amenities and natural attractions.

We do not give out GRANTS.

- Our funding is payment for contracted goods and services. No money is given out "up front." All payments are reimbursements for your actual expenses paid.
- If you need "start up" money, we will not be able to help you.

Eligibility

- 501(c)3 or 501(c)6 only
- Primary Mission: Strongly aligned with Commission's
- Arts and Culture Budget: The majority of the organization's income is used for the purpose of fulfilling its mission
- Location: At least 75% of core programming takes place within San Diego City limits.
- **Track Record**: Three (3) year history of ongoing arts and culture programming within the City of San Diego prior to the deadline

Requirements

- Good City Contractor: In compliance with all existing OSP contracts (if applicable)
- 3:1 Match Requirement
- California Cultural Data Project: On-line profile
- DUNS Number: Data Universal Numbering System
- Limitation on TOT applications only one per year

Contract Requirements

- Council Policy 100-04: relating to Federally mandated
 Americans with Disabilities Act
- Council Policy 100-17: Relating to maintaining a drugfree workplace
- Municipal Code Section 22.3401-22.3417: Relating to non-discrimination
- Fair Labor Standards
- Equal Benefits Ordinance
- Visual Art in Public Places
- Acknowledgement of City Funding

Insurance Requirements

- Commercial General Liability
- Auto Liability
- Worker's Compensation Employer's Liability

What We Do Not Fund

- Individuals
- For-profit organizations
- Programs not accessible to the public
- Universities, community colleges, school districts, foundations and private educational enterprises

What We Do Not Fund

- Anything occurring before July 1, 2014 or after June 30, 2015
- Anything not accessible to people with disabilities
- Anything with religious, sectarian or political purposes
- Anything that is the curricula base of schools, colleges or universities

What We Do Not Fund

- Capital or equipment outlay
- Travel, meals, lodging or entertainment expenses
- Hospitality or food costs
- Competitions, contests, pageants, awards, trophies, gifts or uniforms
- Trust or endowment funds
- Cash advances, deposits or the replacement of deficit funds
- Ticket subsidy programs

Long and Short Forms

- The Long Form is the standard form that all new applicants and many returning applicants must submit.
- The **Short Form** is an abbreviated form of the standard application and may be used only by those organizations that meet the eligibility requirements for its use.

Short Form Eligibility

- Satisfactory three (3) year OSP track record
- Rank of 3+ or higher.
- No turnover among leadership staff (artistic and administrative).
- No venue change
- The average annual operating fund deficit for the two most recently completed fiscal years is not greater than 5%.
- There have been no significant changes in program objectives as stated in the current year contract, and objectives have been met as outlined in the contract.
- The contractor has successfully met all of its current (e.g. an Exhibit A for a contract and insurance documents) and prior year obligations, including Final Report Packets.
 - FY14 Contract Components Deadline: End of August
 - FY13 Final Report Deadline: End of September

Contact Information

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Website: www.sandiego.gov/arts-culture/funding/

Thank you!



Commission for Arts and Culture City of San Diego